

## Early Childhood Council Leadership Alliance - Meeting Minutes

**Date:** February 19, 2009

**Time:** 9-4

**Location:** Red Rocks Community College

**Attendance:** Joyce Johnson, Kris Ingram, Cathryn Reiber, Donna Wiese, Tamara Volz, Sherri Valdez, Sandy Gregory, Linda Fellion, Jon Paul Bianchi, Stacy Ricker, Mariarosa Gasbarro, Sudy Opsahl, Stephanie Howle, Pam Walker, Elizabeth Groginsky, Anne Fitzpatrick, Jildi Gentry-Chacon, Barbara West, Emily Bustos, Kathy Reinhardt, Cheryl Sanchez, Gretchen Davidson, Meg Franko, Tracy Sperry, Scott Raun, Janine Pryor, Pamela Piekarski, Danielle Butler, Michele Solecki, Kris Robledo, Pat Bolton, Wendy Watson, Cindy Bernal, Lucinda Burns, Jeanine Coleman, Holly Jacobson

**Guests:**

**Absent:** Cathy James, Joan Grant

Topic	Discussion/Findings	Conclusions/ Recommendations	Actions/ Follow-up
Policy & Legislative Update-Jon Paul Bianchi from CO Children's Campaign	<p>Jon Paul Bianchi gave a brief report about legislation.</p> <p>SB73-Jon Paul testified on that; Senator Renfro sponsored about legally exempt care-we got rid of this bill HB1057 40 hours to 18 hours; bill passed; amended language of what parents could actually leave for</p>	It is important for us to hear from the Colorado Children's Campaign especially during the legislative session.	Jon Paul will have an open invitation to join us and help keep us up to date on what is happening at the legislature.
EC Comprehensive System Grant Letter of Support	<p>See Joyce for letter</p> <p>Colorado has been getting this grant for 6 years. It is federal money to do planning and systems building work. There isn't a lot of money involved but we have used the money for a staff position and a number of key pieces. It funds Jodi Hardin's position and the position formerly held by Rachel Hutson. Maternal and child health.</p> <p>I think this is a great letter. Thank you for writing it. Can we identify that we are 31 councils representing however many counties representing support for this proposal.</p> <p>There is a letterhead that lists the counties involved but in the past there has been a problem with that if a particular county didn't agree with the letter. This can be put on that letterhead.</p>	<p>The letter will be finalized. We have consensus.</p> <p>We have a majority.</p>	We will make sure Jodi gets this in a timely manner.

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Organizational Structure subcommittee presentation	<p>New by-laws and operating principles  Take a look at the drafts  Our plan is to revise the copy this afternoon and send it out by the next ECCLA meeting. We will vote on and approve the new by-laws then.  Requirements for co-chairs we should have a long time coordinator with a new coordinator because everyone brings something different to the table.  There were no terms defined for co-chairs. Overlapping terms of 1 year. Open for discussion. Needs clarification. In extraordinary circumstances the leadership could allow someone to serve as co-chair. There is a brief description of the co-chair responsibilities in the by-laws but there is a more defined document outlining the job description so that new co-chairs will know exactly what is expected.  Role of the steering committee needs to be added  We need to vote on the 1 year staggered terms for co-chairs.  Serving on external committees role &amp; responsibility is in the new by-laws</p>	There was consensus on the 1 year staggered terms.	The Committee took suggestions and made revisions. The new drafts will be sent out and the final version will be ready by the next ECCLA meeting.
External Committee Involvement Reports	<p>ECCAT-a reorganization of how to proceed with our business, various issues have been completed, the new format is very informative, different people talk about things happening right now that affect us; Bruce Atchison reported about budget cuts, Lori Bowers did a presentation on the CPP legislative report; first time ECCAT actually heard from local councils-it is the idea that 2 local councils will have 30 minutes to report out on what they are doing; Joyce gave a presentation about the group as a whole which gave the 25 members of the team an overview of what the councils do; Gretchen gave a fabulous presentation about her work with the Arapahoe County Early Childhood Council and gave the group a great deal of information about all the wonderful things local councils do Pam Walker, Sherri Valdez, and Lucinda Burns are on ECCAT; keep us posted on who is signed up for what meetings so that we can go and see you present  What is the status of the recommendations to CDHS? Still waiting for a response from Karen Bye, Director of CDHS, A formal response is coming by March, does not mean that the work is not being implemented  ECCAT meeting in February is cancelled, presentation list handed out, 3 councils per meeting, we have enough space to accommodate everyone, email Jeanine with the date you want to present, it was great to have Gretchen there, making ECCAT members aware of what the local councils are doing, it shouldn't be stressful, it is a dialogue, what are your accomplishments, your challenges, what can ECCAT help you with, if you are in the area and want to come you are welcome to come and give public comment; are there any technological advances that would allow councils who are further away to present without having to travel? We are working on that. The steering committee is discussing this. Many options are available. ECCAT has a waiver approval committee-there</p>		

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	<p>has only been 1 waiver recently but we need to report out on that to this group to keep everyone up to date. Moving the documents over to the earlychildhoodcolorado.org website. There is not a specific tab for ECCAT but it is under systems building work. There is a lot of information on that website. ABCD-going well with the communities, state advisory group to ABCD they are talking about the sustainability and that they are vulnerable to that; in order to have ABCD you have to have a person that goes out to physician's offices; Gretchen sent out a list of vulnerabilities to sustainability of this program; when a federal grant program goes away sometimes the whole program disappears, you need to figure out how to sustain the program. Gretchen will email out the document, Trish Blake can help; systemic issue of ABCD is not being addressed; we don't want to get doctors frustrated; large increases of referrals which means children are being identified better but we need to be able to provide the services for those children, Trish is a good resource for dealing with that; we don't want to set it up for failure, we are seeing the same thing in Chaffee County, we don't have the money to meet the needs, is somebody working on this at the state level? Part C at the state level is working hard on this; they are on board with this, they are doing what they can to get the dollars to the local communities, this is also an issue in many other counties, it is something we need to continue to address and make sure we get those concerns to the state level. Maybe we could have someone come and talk about it. Connie and Stacy. We will get them here. How do you want to take all this and move it forward, should it go to the local issues committee, a TA day? A TA Day is a good idea</p> <p>Looking at April for a TA Day, plan for that was to bring to the steering committee, do we want Connie and Stacy come in March-sooner rather than later would be better and to come with some problem solving, whoever is taking the lead on this we need to know the outcome that we want, dialogue and problem solving would be great, the subcommittee can send out a survey to find out what the questions are. Cathryn Reiber will take the lead on that.</p> <p>EC Summit-working on a 1 pager, Pam brought copies and passed them out, 2 pages, looking to put together a document to use in your community to help them talk to politicians, stimulus bill benefiting early education-1.1 billion for early head start, 1 billion for head start, 53.6 billion for state stabilization fund (Pam will send electronically), the purpose of the letter is to introduce the summit, Elizabeth passed around a list of legislators and please put your name by your local legislator so that we know who can inform them; state employees like Cindy can not do this on their state equipment but they can do it from home</p> <p>6% spending limit bill is the Children's Campaign bill they are focusing on this year. Use our advocates to get prepared for this economy, meet every two weeks, Jon Paul sits on the summit as well and will be a great resource for us;</p>		

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	<p>Jon Paul worked on the quality piece so talk to him if you have questions about it; economic impact would it strengthen us to look at the fiscal impact-Wendy can send that to Pam, school finance and the long bill is expected late in the session, we all need to be at the table for standards and school readiness, installation of seat belts on school buses is dead, requiring physical education in primary grades is going to pass, early care and prenatal care and medical intervention forms a committee to work on these things</p> <p>R&amp;R-yesterday subcommittee met; copies are being passed around; met to clarify roles and responsibilities of R&amp;R and ECCLA and overlapping activities, training &amp; professional development, technical assistance, leadership; from this information Qualistar is going to develop an outline of recommendations that will be shared with the Division of Child care. How do the core functions of R&amp;R connect with council work, may have some implications for how councils do their work, how the entire system can work more efficiently and effectively, R&amp;R are federally mandated, could be a first Friday call to give information about R&amp;R, role of R&amp;R may be on the earlychildhoodcolorado.org website, there is information and we will look into making sure it is made available; there are core functions that every state does but each state's R&amp;R does look different, dependant on the amount of funding available, this should be a first Friday call to walk us through all of this, we will get it on the agenda for a call, we have FL training in March and can shift the first Friday call to the 2<sup>nd</sup> Friday</p> <p>State-level strategic planning task force-the group that came together after the dissolution of the ECSST; the purpose is the revamp the strategic plan for the state to put into the grant that Jodi is submitting that you saw the letter for earlier, if there would be a group that would continue to meet like the ECSST, met 6 times over the course of 3 months and came up with 10 action steps, Jodi is putting together a summary of that that will be made public, governance and organizational structure and a smaller subgroup that will advocate the action steps to legislators, set of 10 recommendations about whatever planning group is put together will focus on next in terms of strategic planning, 3 people volunteered to create a document and will talk to the LG herself about structure at the state level to oversee EC Systems Building work-Ginger, Charlotte, Gladys-the whole discussion was that the idea does not have to stop here-this group feels like it is okay if the LG does not agree but they can move forward anyway, but we don't need to wait for permission</p>		
Subcommittee report out	<p><b>Policy</b>-rewrote their purpose, talked a lot about the ABCD and part c but from the standpoint of how do we support individuals to know how to educate people in their communities to utilize money from the stimulus package that will only be around for a year; we need to know who are partners are (our community center boards), how do we support all of you in understanding the community center</p>		

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	<p>board that creates collaboration and advocacy, we want to make sure that we are educating each other; we have the stimulus package; have an hour session where someone talks about who the community center board is; make it a part of the same conversation with part c; once we are educated how do we get money towards early childhood education; how do we deal with this money that is coming in for just one year-how are we going to sustain quality</p> <p><b>Local Issues</b>-we would like to invite a part c person (Stacy Kennedy) for March's meeting for an hour to tell us what is the system and how is it designed to work, how it should be coming down into each community, what are the breakdowns or gaps in the program, where is the accountability, if there is a breakdown who do we go to; as a local coordinator how can I address this; how is it funded, what are the federal, state, and local mandates, what does it mean to be under federal corrective action, how the transition takes place from part c to part b; we were talking about having an advocate group answer questions and contribute to the discussion on part c to confirm or deny some of the questions that we have; I think it is a great idea because part c is such an integral part; it sounds adversarial; we want to phrase things in a way that shows we want to work together; we just want to give everyone an overview of how part c works and where some of the breakdowns are in our communities; it isn't meant to be an adversarial thing, it can be a separate thing; community center boards work with part c how can we educate each other so that we can educate our community; if we could tie the community center board conversation in that would be a good thing, there is a map and a link so you can find out what the community center board in your county is called and who to contact; it is not to attack part c but to find out who to talk to when there is a breakdown in our community; you have to be cautious when you partner with advocacy groups because they sometimes take our messages that we may not have agreed upon out to others, it could do more harm than good; if we have a part c conversation we should also have a part b conversation because it goes beyond age 3, with 2 presenters on the same day it may take too much time on an ECCLA meeting, it might mean 2 hours, both of those systems are very complex and both at the same time might be brain overload especially if you are new, one of the ways to deal with what an advocacy group could bring is if there are key issues or comments we want addressed to have them emailed in and if we do have them come on separate days it should be in consecutive months; what we wanted with the advocacy group was not to speak for us but to provide a different perspective and bring a different piece to the table; we felt like it would be too much to hear from both at the same meeting, what can the councils do to support what needs to happen in the local communities; I'm wondering about the perception that the system is broken-it is a very unique system, we also have to involve child find We want to</p>		

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	<p>know what we are bumping up against and we need a better understanding of what is happening in the system but we have to look at the bigger systems; some concerns about special needs kids not being served, who handles accountability and who talks to those who are not providing what they are supposed to; there a lots of good examples of how things work perhaps a panel discussion would be good.</p> <p>Decision Items  Part C in March  Part B in April  Child Find-how it fits in- Panel Discussion</p> <p><b>Org Structure</b>-discussed revisions to by-laws that were discussed this morning and the operating principles; role of the chair of the committee; Lucinda will send out the new by-laws and operating principles by March 9, on the agenda on March 19 to request approval of the new by-laws and operating principles; send feedback to Lucinda; job description for co-chairs so that we can have it when it is time to elect a new co-chair</p> <p><b>Communication</b>-idea to consider creating a cohesive message about our work; we talked to Susan Steele about funding from Buell to create a public engagement campaign for ECCLA as a whole; meet with Susan Steele and write a grant for funding to hire a PR firm to develop a cohesive message for our print materials, billboards, etc. we need to let her know soon; we have our co-chair language which will be sent to Lucinda; a little time to talk about the grant application process; I would improve the grant application process by...sticky notes will be provided so that you can give your feedback. Be as clear and specific as possible in those statements. Our understanding is that we take the information from the issues committees and come up with some first Friday call topics and we are open to feedback on that. March-challenging behaviors, training opportunities for providers, April-CCR&amp;R, May-public engagement we need to talk to the issues committee to narrow down this topic, June-professional development, July-quality and the school readiness program</p>		

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Decisions from subcommittee report out time	<p>3 decision points</p> <p>What do we want to do next in gathering information on part c, part b, and child find? Panel discussion would be a great idea, all three together could give us more information and then we could move forward after that, I don't object to a panel but we wanted a real in-depth discussion and that wouldn't work for that, a panel discussion would help with the issues of how different communities go about this, if we frame the panel discussion in a way that it is to be an overview, you can always learn something new, add a first Friday call about part c and one on part b, we can do the TA Day in April on this topic, The vote is if we should make this topic the TA Day in April-is there another way to distribute this information? Do we want to use face to face time to just get information? Steering committee is going to decide how to proceed with this.</p> <p>First Friday conference call topics-do you approve? Move the professional development call up to before June how about April? OK Quality initiatives P-3 is huge and probably should be its own call *prior planning needed-topics are good Public engagement proposal-do we want to proceed or not? Yes, we are going to move forward on this.</p>	The steering committee will decide how best to proceed on meeting needs surrounding learning more about part c and how we can work together.	The Communications Committee will move forward on a
Updates from State Staff	<p>Roles of State Staff-handout of state staff roles; these boxes represent lines of authority and responsibility, you can contact any of us, we intend to work as a team and plan to have ongoing communication, we've worked very hard to get to this point coming from 2 state agencies, if you have a question you can contact any of us about anything and we will get you an answer, start to use us more about information about what is happening at the state level, we can help you figure out who the players are, don't force us to stay in our little box</p> <p>Development of a TA System-Do I have a liaison? The liaison system was tried last year to facilitate communication-those relationships were important, there were capacity challenges, it was difficult to realize the intent, email or call Wendy if you have questions she can help facilitate a response, it is in partnership with the whole state team, we've had many conversations about technical assistance being the work of the whole team, a framework for TA is being developed, what is happening with peer to peer? Looking at the system from last year, some cases it worked well, capacity challenges arose, unintended consequences-you had someone you had to talk to; peer to peer will no longer be a formalized process-support connections but not formally, we will share that responsibility, can be a band aid but can also be long term solutions, site visits are in the works-will be a joint process, when do your council meetings happen? Do you have steering committees? When do they meet? Partnering with Connie Carroll-Hopkins and Wendy Zieker</p> <p>Reflections-some things for you to think about, give feedback to Wendy-send email, phone call, catch her on a break</p>		

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	<p>TA is about both what the whole group needs as well as specific community needs</p> <p>Grant Review Process &amp; Timelines-Review team orientation on Feb. 17; got packets to review grant, each team got 5-6 grants, they have until April 9-10 to review them when they will reconvene to discuss, reviewers will score but will not be making budget decisions-budget decisions will be made by CDHS &amp; CDE staff; you will get feedback from the reviewers; if there is a need for clarification that will happen in mid-April? There will not be a request for you to resubmit parts of the grant; Susan Steele and Deidre Johnson took information they got out of review process to their boards and became champions of our work.</p> <p>Budget-to-Actual Report-only a couple of you have not submitted; we need you to meet deadlines; you will be getting feedback on those reports; some folks are to the penny exactly on what they have spent and what we have sent them; some have major questions because there is no cohesion between what we have sent you and what you have actually spent; feedback will go to the coordinator we expect you to have conversations with your fiscal agent</p> <p>Facilitative Leadership-1 page flier we view this training as an investment and we ask that it become a priority for you please clear your calendar; we may not do this training again in the future</p> <p>Quarterly Reports-thank you everyone for submitting your reports-we have all but one; it went smoothly-only a couple of calls; we don't have the printing/downloading function working yet; Omni will have the tool down tomorrow; Meg has gone through what you have submitted but not in detail, she is working on the 4<sup>th</sup> quarter report from last year, Top 10 Tips handout; Meg is happy to walk you through some things; she wants your feedback; difficulty saving one page happened to many councils; you need to be using Internet Explorer and not Firefox; the reporting tool matched up well with the application-you are asking about our strategic plan-our strategic plan has 20 priorities but we only put 5 in our application? We want you to report on the 5 priorities. We don't want you to report out on all of your priorities. Outcomes were attached to steps-please bear with us and fill out the report the best you can-give us feedback and we will tweak it. Will we get any individualized feedback? Meg may contact you if she sees something she has a question about. As we build the TA system we are linking these things together. We will be using the data you provide in the reports.</p> <p>Technology-access to online meetings-we are going with MegaMeeting; you can go to the website and see a demo; it is an online meeting where we can work on a document; we can see each other; times when you need to contact each other in a hurry; we have set aside some money at the state for the webcam and the headsets; Joyce has a sign up sheet and Sharon will also email a request to let</p>		

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	<p>us know if you will need the webcam and the headset so that you can participate in these meetings; this can be for council work as well as other early childhood work; Sharon will check on specifications for headsets; we are open to any recommendations you may have on how best to use this</p> <p>Smart Start Toolkit-housed topics and information we are trying to determine where that information will be housed; you can still access this information; part c 101 can go here; help guide the development of this tool</p> <p>School Readiness-who is ready for school SB212 passed CAP4K directed CDE to approve a school readiness description-that has happened; the next step is by Dec 15, 2009 early childhood school readiness standards will be adopted and approve, 2010? An assessment will be approved by the state board; committees are being set up in content areas; we have tried to get early childhood voices at those tables; they are viewing the kindergarten teacher as an early childhood voice; Sharon sent a message with meetings going on; on the web you can see who is on each committee and who is considered the early childhood person, the recommendations for the standards need to go to the state board by November; the work is moving very quickly, the P-3 subcommittee has been asked to be the advisory committee for this work, the next P-3 meeting may be March 8; Sharon will try to keep people up to date on these meetings; the literacy subcommittee has 10 non negotiable items for preschool; Sharon has a lot of questions about this; the bill explicitly states that readiness assessments should not be used to hold kids back; this makes the term non negotiable a concern; do you know kindergarten teachers who might be good folks to have at these meetings to talk about school readiness; who are the experts in your community; who are the resources you turn to in your community; please send Sharon any information you have;</p> <p>Regional service areas-legislation created these areas; regional service council in that area; EC Councils will be asked to have a representative on that council; link to the website that will show you were the map is; who else is on these councils; who are key stakeholders; many partners and you would bring a very important voice; we would like to report out to each other on how this is going; if they don't invite us can we invite ourselves? Yes.</p> <p>Sudy-thank you for those who responded so quickly for the sustainability grant; heard from 25 of the 31 councils; we will be looking for 3-4 people to advise us on the process of the grant; we are hopeful that it will help people get moving on some college work; thank the office of PD for helping support us in this work; this was the wage bonus work that those who have been around a while were a part of bringing about</p> <p>Child Passenger Safety Board-Stacy Ricker is a member of their board; they are interested in sitting on early childhood councils; would anyone object to Stacy</p>		

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	giving out their council information? No Is anyone going to NC for SmartStart in May? About 6 or 7		